

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI

IN RE:)
)
) REDACTION OF PERSONAL
) IDENTIFIERS
BUSINESS OF THE COURT)
)

ADMINISTRATIVE ORDER

WHEREAS, the E-Government Act of 2002 has been amended by P.L. 107-347 to provide an additional method of redacting documents filed in the United States District Court. In compliance with the policies of the Judicial Conference of the United States and the E-Government Act of 2002, promoting electronic access to case files while also protecting personal privacy and other legitimate interests, the district court hereby orders that parties comply with the following policies in regard to documents, pleadings and exhibits filed in either civil or criminal cases in the district court, whether filed electronically or in paper:

1. Parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal identifiers from all pleadings, documents and exhibits filed with the court, unless otherwise ordered by a judge:

- a. **Social Security Numbers.** If an individual's Social Security number must be included in a pleading, only the last four digits of that number may be used.
- b. **Names of Minor Children.** If the involvement of a minor child must be mentioned in a filing with the court, only the initials of that child may be used.

c. **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the birth year may be used.

d. **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers may be used in the document filed with the court. When an account number consists of four or fewer digits, only the last half of the digits shall be used in the public document.

e. **Home Addresses.** The home address of a non-party should not appear in any filing. If a home address must be included, only the city and state may be listed.

2. In compliance with policies of the Judicial Conference of the United States and the E-Government Act of 2002, as amended, a party planning to file a document in the district court containing any personal identifiers listed above must

a. file a redacted version of the document for the public record and an unredacted version of the document under seal; or

b. file a reference list under seal, and a redacted version of the document for the public record. The reference list shall contain the complete personal data identifier(s) and the corresponding redacted identifier(s) used in the public filing.

All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal identifier(s). The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the court as part of the non-public record. All paper documents filed under seal are subject to the provisions of Local Rule 13.05.

3. The responsibility for redacting personal identifiers rests solely with the filing party. The clerk of court will not review each pleading for compliance with this policy .

4. This administrative order is effective immediately and supersedes the order relating to redaction of civil personal data identifiers entered April 8, 2003.

SO ORDERED this 8th day of October, 2004.

/s/ Carol E. Jackson

Carol E. Jackson
Chief United States District Judge

